<center>**Professional Staff Position**</center>

Title: Library Media Specialist

Qualifications:
1. Appropriate certification in library science or have provisional certification
2. Good interpersonal skills
3. Displays adequate skills with various forms of technology

Supervisor:
> Building Principal
> Assistant Superintendent of Pupil Services

Supervises:
> Library paraprofessionals
> Library volunteers

Performance Goal:
> Demonstrates competency in selection, acquisition, circulation, and maintenance of materials, technology, and equipment that support the district curriculum and educational philosophy.

Performance Responsibilities:
(Titles defined by Information Power: Building Partnerships for Learning, 1998)

<center>**Program Administrator**</center>
1. Develops the library media center programs and procedures.
2. Tracks all library media center records.
3. Oversees library budget expenditures and keeps records of disbursements.
4. Conducts annual inventory of materials in the library.
5. Prepares state reports of materials in the library.
6. Coordinates and cooperates with the public and other school libraries.
7. Promotes the library media center and its programs within the school, the district, and the community.
8. Serves on curriculum and textbook adoption committees.
9. Promotes the development of reading skills and reading appreciation.
10. Chairs building Media Advisory Committee.
11. Adapts circulation procedures to student and teacher needs.
12. Recommends needs, outlines qualifications, and participates in selection of library support staff.
13. Incorporates district, state, regional, and national guidelines in library media center operations.
14. Promotes the programs of library media center to teachers and administrators by means of electronic mail, newsletters, and reports of conferences.
15. Plans with district library media specialists to evaluate district library media center goals, policies, and procedures.

16. Orders print and non-print materials for the library media center with suggestions from faculty and students.
17. Processes print and non-print materials for the library media center.
18. Tracks repair of district audiovisual equipment and other forms of technology.
19. Performs minor troubleshooting on all types of district technology.
20. Serves on district Technology Committee.
21. Promotes compliance with copyright law.
22. Trains library paraprofessional staff and library volunteers.
23. Reevaluates library collection on a regular basis to ensure collection adequately meets curriculum needs and personal interests of patrons.
24. Reeds books and reviews to assist in selection of library materials.
25. Oversees the scheduling and operations of the computer lab.
26. Fulfills extended contract responsibilities.

Information Specialist (information Access and Learning)
1. Reviews current professional journals to stay abreast of state and national library practices and standards.
2. Consults materials pertinent to field of school library media programs.
3. Provides training for faculty and staff regarding the use of materials and equipment.
4. Assumes responsibility for professional growth and practices.
5. Participates in PTA meetings and other school activities as appropriate.
6. Participates in various professional library organizations by attending meetings, workshops, conferences, and other activities related to the field.
7. Meets quarterly with district library media specialists and the assistant superintendent.

Instructional Partner (Teaching & Learning)
1. Maintains flexible use of the library media center by assisting individuals, small groups, and large groups with research, browsing, recreational reading, and listening.
2. Collaborates with faculty and staff to integrate library media center activities with classroom instruction.
3. Serves as resource consultant in assisting faculty and staff in preparing instructional units.
4. Holds orientation sessions for new faculty and staff.

Teacher
1. Attempts to instill in students the ability to be self-learners by promoting the spirit of inquiry and effective fact-finding skills.
2. Enables students to become effective information users.
3. Encourages good reading habits and skills.
4. Maintains a good climate for learning.
5. Guides students in finding and using a wide variety of materials.
6. Introduces students to various types of technology.